

# GEAR UP IDAHO PROGRAM PLAN

**School:** Burley Junior/Senior High Schools  
**District:** Cassia County School District  
**Site Coordinator:** Heather Woodland



This document is to serve as a planning guide for your GEAR UP program. The program plan guides school teams in the design of GEAR UP activities according to GEAR UP Idaho goals. The program plan then serves as a checkpoint for a mid-year review; the school team can reflect on progress made in executing the program plan and tailor its efforts accordingly. At the end of the year, GEAR UP Idaho will use the program plan to report the extent to which each school achieved its stated plan and targets, and use the information to plan for the following year. GEAR UP Idaho will draw best practices and lessons learned from each school's GEAR UP program plan, reviews and reports.

The program plan aligns with GEAR UP Idaho's goals. To develop the program plan, list the associated activities under the appropriate program goals. Each activity should correspond to a certain program measure that GEAR UP Idaho will use in reporting to the U.S. Department of Education on the state grant as well as in evaluating the effectiveness of the state program.

***GEAR UP is not a one-size-fits-all program.*** What works in one school may not fit the needs of another. The activities listed in this program plan *do not* have to be funded with GEAR UP dollars. GEAR UP school teams can incorporate activities and curriculum already being implemented within the school as long as these activities are at no additional cost to the grant. Each school team must develop a budget in conjunction with the plan.

The intended result of the program plan is a document that includes the initial plan linked to GEAR UP Idaho's goals, the mid-year review, and the final report. It will serve as an effective tool for school teams to monitor the GEAR UP program's progress in each GEAR UP school.

**Please complete the program plan and submit to your Regional Coordinator. By signing this form, you agree that the information provided is accurate and complete.**

GEAR UP Site Coordinator Heather Woodland Date 7/28/09

Administrator [Signature] Date 28 July 2009

GEAR UP Regional Coordinator Amy Kinnison Date 7/30/09

GEAR UP Program Manager [Signature] Date 7/30/09

## PROGRAM PLAN INSTRUCTIONS

Review the goals and objectives of the GEAR UP Idaho program. Decide on which activities will meet the needs of your GEAR UP students and school based on these goals and the requirements of your contract.

For each identified activity, create a plan, timeline and budget to implement the activity. Please include all required details of the activity specified in the template (target students, activity description, how activity meets the goal, timeline, method of documentation, expected outcome and budget explanation). The activities should be specific and correspond to activities listed in your budget. **Remember: GEAR UP funds can only be used for activities that solely benefit GEAR UP students, and only in the current program year.** All activities must be measurable and include a plan for how to evaluate success.

Fill out what the *current* status of implementation is for the activity in the school using the following scale:

- N = Not offered
- 1 = Planning stages
- 2 = Beginning implementation
- 3 = Some implementation, modification needed
- 4 = Full implementation, slight modification needed
- 5 = Complete and successful implementation

Fill out your *anticipated* status of the activity as of the next review.

Create a budget spreadsheet that includes a breakout of how you will use your GEAR UP funds. Include the budget category and the activity to which your budget item corresponds. **With the exception of salaries and site coordinator travel, ALL budgeted items must correspond with an activity in your program plan.**

Once completed and approved by the school team, submit the program plan and budget to your Regional Coordinator. Your Regional Coordinator and the GEAR UP Program Manager will review and approve the program plan and budget.

Mid-year Review and Report: In December, your school team will provide an update of the school's GEAR UP program for each planned activity.

Performance Reporting: For each GEAR UP activity specified in the program plan, proof of implementation must be documented using the **GEAR UP Idaho Service/Activity Documentation Form**. Sufficient documentation may include sign-in sheets, attendance rosters, activity descriptions with signatures, etc. Please keep this documentation for your records and submit in March with your **GEAR UP Idaho Performance Reporting** form.

Final Review and Report: In May, the school team will provide a final review and report of your school's GEAR UP program.

Need help? Contact your Regional Coordinator.

## BUDGET INSTRUCTIONS

An integral component of the program plan is the budget. An effective and acceptable budget must have two sections: 1) Budget cover (including budget totals and match estimate for the year) and breakout of expenses, 2) Budget explanation included with each activity

If funds are assigned to any given category in the budget, there **must** be a corresponding explanation in your program plan. The explanation must also show a connection between the funds requested and the school's program plan, as expended funds must be justified by related activities. Funds must **ONLY** be used toward activities and services strictly for GEAR UP students. Your GEAR UP Regional Coordinator will be examining both the spreadsheet and the explanation when reviewing the school's program plan to determine if enough detail has been given to connect the numbers in the budget to the activities in the program plan.

A school's budget explanation must also include a statement affirming that GEAR UP funds will be used to *supplement* and not *supplant* funds expended for existing programs.

- *Supplement* means to enhance or increase funding beyond current educational requirements.
- *Supplant* refers to replacing required expenses within a program with federal funds. It would be considered supplanting if GEAR UP funds replace an expense that would be incurred even in the absence of federal funds.

Your Regional Coordinator will approve both the program plan and budget. At this point, a school may begin to invoice for expenses incurred.

GEAR UP Idaho recognizes the importance of providing food as an incentive for student and parent activities. GEAR UP staff recommends working with community business partners to have food donated for events. If you are unable to attain donated food, you may purchase food according to the state guidelines for meal purchases specified in the **GEAR UP Purchasing Guidelines**.

As the GEAR UP program year progresses, a school may find it necessary to revise its original budget in order to achieve the goals in its approved program plan. If a school wishes to expend GEAR UP funds in a manner other than what is outlined in the approved program plan and budget, approval must be sought from your Regional Coordinator by submitting a **GEAR UP Program Plan and Budget Amendment** form. GEAR UP funds not expended by the end of the fiscal year will not carry over for the next year. GEAR UP Idaho suggests using all funds available for the year.

# GEAR UP IDAHO 2009-2010 NEW PROGRAM PLAN CONTRACT REQUIREMENT CHECKLIST



Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ All GEAR UP Idaho programs will provide comprehensive mentoring, counseling, outreach, and supportive services to participating students to include:

- € Financial aid counseling and information regarding the opportunities for financial assistance;
- € Dual credit and digital learning opportunities
- € Fostering and improving parent involvement in promoting the advantages of a college education, academic admission requirements, and the need to take college preparation courses;
- € College admissions and achievement tests; and
- € College application procedures.

\_\_\_\_\_ Each GEAR UP student will draft a career plan which includes:

- € A user name, password and electronic portfolio using CIS;
- € A career goal based on appropriate career awareness, exploration, assessment and planning activities;
- € A high school educational plan for graduation and education beyond high school;
- € A post secondary educational plan related to career goals, including information about specific college programs or post secondary educational options;

\_\_\_\_\_ Each GEAR UP student will have a Parent Approved Student Learning Plan signed by the student, a parent or guardian and a member of the participating GEAR UP school team. The Student Learning Plan will include:

- € A plan for transition to high school;
- € College prep/challenging courses that include three years of math and science; (of which we suggest that one math class is taken senior year.)
- € Participation in a mentoring program when available;
- € Activities to prepare the student for completing post secondary entrance exams;

\_\_\_\_\_ Each eighth grade GEAR UP student will participate in a college visit.

\_\_\_\_\_ Each tenth grade GEAR UP student will participate in a college visit.

\_\_\_\_\_ Each GEAR UP student will complete the Dependable Strengths Articulation process.

\_\_\_\_\_ Each eighth grade GEAR UP student will take the EXPLORE test administered by each

GEAR UP school. Results of the EXPLORE test will be presented to each GEAR UP parent.

\_\_\_\_\_ Each tenth grade GEAR UP student will take the PLAN test administered by each GEAR UP school. Results of the PLAN test will be presented to each GEAR UP parent.

\_\_\_\_\_ Each ninth and tenth grade GEAR UP student will participate in at least one service learning activity.

\_\_\_\_\_ Each GEAR UP teacher will participate in at least one professional development activity relating to the goals and objectives of GEAR UP.

\_\_\_\_\_ Each GEAR UP student will attend/participate in two or more GEAR UP activities.

\_\_\_\_\_ Activity:

\_\_\_\_\_ Activity:

\_\_\_\_\_ The School District will ensure that each GEAR UP school provides at least two GEAR UP activities or services to GEAR UP parents.

\_\_\_\_\_ Activity:

\_\_\_\_\_ Activity:

## GEAR UP PROGRAM PLAN

Complete the boxes below for each GEAR UP activity or service under the corresponding GEAR UP Idaho goal. Please provide a complete explanation of your activity. You may add activity boxes as needed to accommodate your plan activities.

### **Goal #1 - Improve academic performance and preparation for post-secondary education within the GEAR UP cohort classes.**

#### **Activity 1 – Jr. High- Plato Learning Environment**

Target Students: 8<sup>th</sup> grade cohort

Activity Description: Enhance the current after-school tutoring by adding the Plato Learning Environment one day per week and making it available to 8<sup>th</sup> grade students in the cohort. We will provide a teacher trained in the Plato curriculum to help.

How the Activity Meets the Goal: Each Student will become more academically proficient using the PLATO research based approach, thus improving classroom grades & meeting graduation requirements.

Timeline for Implementation: Fall 2009 – 1 night per week -1 ½ hrs per night

Method of Documentation: Progress monitoring embedded in the software. Daily attendance will be taken to determine number of participants each day for performance reporting.

Expected Outcome: 10 point minimum increase on Spring 09 ISAT tests for those who participate in the PLATO program.

Budget Explanation: 1 Plato teacher 1 night per week to run the Plato Learning Environment. \$1380.00 . \$50.00 - Plato incentive candy throughout year

Activity Status: *Current - N 1 2 3 4 5 Anticipated at mid-year review - N 1 2 3 4 5*

#### **Activity 2 - Junior High - Afterschool Tutoring**

Target Students: 8<sup>th</sup> grade cohort

Activity Description: Enhance the academic performance of students by offering after-school tutoring three days per week and making it available to 8<sup>th</sup> grade students in the cohort. We will provide three teachers with at least one each night trained in Math.

How the Activity Meets the Goal: Each Student will become more academically proficient using the after-school tutoring, thus improving classroom grades & meeting graduation requirements.

Timeline for Implementation: September 2009 – 3 nights per week -1 ½ hrs per night- 1 teacher per night.

Method of Documentation: Progress monitoring. Daily attendance will be taken to determine number of participants each day for performance reporting.

Expected Outcome: 10 point minimum increase on Spring 09 ISAT tests for those who participate in the after-school program.

Budget Explanation: 1 teachers, 3 nights per week to run after-school tutoring. \$ 2750.00  
Snacks would be provided as match.

Activity Status: *Current - N 1 2 3 4 5 Anticipated at mid-year review - N 1 2 3 4 5*

### **Activity 3 - High School –After school Tutoring**

Target Students: 9<sup>th</sup> & 10<sup>th</sup> grade cohort

Activity Description: Enhance the academic performance of students by offering after-school tutoring three days per week and making it available to the 9<sup>th</sup> and 10<sup>th</sup> grade students in the cohort. We will provide one teacher three days per week for 1 ½ hrs per night. Tues, Wed & Thurs. nights.

How the Activity Meets the Goal: Each Student will become more academically proficient using the after-school tutoring, thus improving classroom grades & meeting graduation requirements.

Timeline for Implementation: September 2009 – end of school.

Method of Documentation: Progress monitoring of grades of students regularly attending. Attendance will be taken to determine number of participants each Saturday for performance reporting.

Expected Outcome: Increase in grade scores for those who participate in the Saturday program.

Budget Explanation: 1 teacher, 3 days per week, 1 ½ hrs per day to run after-school tutoring program. \$3675.00  
Snacks would be provided as match through free-reduced lunch.

Activity Status: *Current - N 1 2 3 4 5 Anticipated at mid-year review - N 1 2 3 4 5*

### **Activity 4 – Junior High -Back to School Night**

Target Students: 8<sup>th</sup> grade cohort and their parents

Activity Description: Back to school night will introduce or remind parents & students of school programs available to them throughout the year. Some programs will include: after-school tutoring and Plato lab, CIS program, and Gear Up & school club explanations.

How the Activity Meets the Goal: Parental understanding of the programs and opportunities available at the school and how to take advantage of them.

Timeline for Implementation: Second week of school – August 27, 2009

Method of Documentation: Attendance taken by sign-in.

Expected Outcome: 21% 8<sup>th</sup> cohort group will be in attendance. 15% of parent group.

Budget Explanation: Refreshments \$50.00.

Activity Status: *Current - N 1 2 3 4 5 Anticipated at mid-year review - N 1 2 3 4 5*

### **Activity 5 –High School –Block Party - Gear Up Booth**

Target Students: 9<sup>th</sup> and 10<sup>th</sup> grade cohort and their families

Activity Description: The block party will introduce or remind parents & students of school programs available to them throughout the year. GEAR UP will have a booth to explain GU's purpose and conduct a scavenger hunt of college questions. Bobcat wrist bands will be awarded to those that finish.

How the Activity Meets the Goal: Parental understanding of the programs and opportunities available at the GEAR UP school and how to take advantage of them.

Timeline for Implementation: Third week of school – Sept. 15, 2009

Method of Documentation: Attendance taken by sign-in sheet at booth.

Expected Outcome: 21% 9<sup>th</sup> and 10<sup>th</sup> grade cohort group will be in attendance. 15% of parent group.

Budget Explanation: 0.00

Activity Status: *Current - N 1 2 3 4 5 Anticipated at mid-year review - N 1 2 3 4 5*

### **Activity 6 – Jr. High - Family Reading Night**

Target Students: 8<sup>th</sup> grade cohort and parents

Activity Description: A 2-hour Reading Night at BJHS will include dinner & door prizes for the whole family. Gear Up will team up with the Burley Reading Foundation to get families interested in reading. Brandon Mull, author of the "Fablehaven" series will be there to speak to



students and families. The Reading foundation & the Jr. High reading specialist will assign other activities. This will give students incentive to gain more AR points through increased reading. Gear Up will provide food. We will also conduct an assembly during the school day with Brandon Mull to get students excited to come. English classes may read the book beforehand.

How the Activity Meets the Goal: Increase reading skills, AR points and parent awareness; also a greater school connection. It will encourage greater parent involvement.

Timeline for Implementation: February 25, 2010

Method of Documentation: Attendance taken by sign-in.

Expected Outcome: 30% of cohort group in attendance. 15% of parents Greater student/school involvement. Create opportunity for parent involvement

Budget Explanation: \$375.00 for ½ food costs. Advertise through school newsletter. Door prizes through donation. Money for 2 - 8<sup>th</sup> grade classroom sets of 33 each books \$396.

Activity Status: *Current - N 1 2 3 4 5 Anticipated at mid-year review - N 1 2 3 4 5*

### **Activity 7 – Jr. High -Perseverance & Commitment Assembly**

Target Students: 8<sup>th</sup> grade cohort

Activity Description: Camfel Group presents an assembly at the beginning of January. They encourage hard work & determination, building self-esteem and how making right choices affects your life. Also emphasizing the importance of always doing your best. (This is a repeat of a successful Gear Up activity from last year.)

How the Activity Meets the Goal: This will motivate the students to make the rest of the year count and to do their best especially in academics. This program also shows how the choices they make now affect their whole life.

Timeline for Implementation: January 2010

Method of Documentation: Attendance from the day. All students present at school that day will attend.

Expected Outcome: 93% of 8<sup>th</sup> grade cohort will attend the motivational Assembly

Budget Explanation: Assembly \$350.00 (half of assembly fee)

Activity Status: *Current - N 1 2 3 4 5 Anticipated at mid-year review - N 1 2 3 4 5*

### **Activity 8 – High School Teacher Professional Development**

Target Students: 9<sup>th</sup> and 10<sup>th</sup> grade teachers

Activity Description: Gear Up will pay for High School teachers to complete a book study course “ The Ten Best Teaching Practices” by Dawna Walker Tiston and receive one CSI college credit for this.

How the Activity Meets the Goal: It increases student academic performance through highly motivated teacher skill development.

Timeline for Implementation: fall of 2009-10 school year

Method of Documentation: Attendance sign-in sheet.

Expected Outcome: 92% of staff including teachers and Para educators will participate in the professional development.

Budget Explanation: \$27.95 for 50 books \$1398.00

Activity Status: *Current - N 1 2 3 4 5 Anticipated at mid-year review - N 1 2 3 4 5*

### **Activity 9 – Jr. High - Computers for Kids**

Target Students: 8<sup>th</sup> cohort

Activity Description: During English class, students will fill out the forms and submit an essay to computers for kids. The \$35 processing fee will be paid by Gear Up.

How the Activity Meets the Goal: It increases student academic performance by having a computer in their home specifically assigned for their homework needs. This will be a great tool for their career throughout High School

Timeline for Implementation: Fall(Nov) of 2009-10 school year

Method of Documentation: List of students submitting Computers for Kids forms.

Expected Outcome: 82% of students will receive a computer.

Budget Explanation: \$35 processing fee for (half of ) 250 students (those who qualify for free and reduced lunches)- \$4375.00

Activity Status: *Current - N 1 2 3 4 5 Anticipated at mid-year review - N 1 2 3 4 5*

**Goal # 2 - Increase rate of high school graduation and post secondary preparation.**

### **Activity 10 – Jr. High -Explore Test**

Target Students: 8<sup>th</sup> grade cohort

Activity Description: Students take EXPLORE test to determine skills and interests. This helps them practice taking a college-prep tests, find careers, and chart their individual High School courses to prepare them for college. EXPLORE shows where students need improvement. Parents receive test results at parent/teacher conference.

How the Activity Meets the Goal: EXPLORE provides early indicators of college readiness. It provides teachers, parents & students w/ the needed information to help students plan for their future.

Timeline for Implementation: This test will be administered in January 12-14, 2010.

Method of Documentation: Scored test results will be placed in student folders & attendance taken at test.

Expected Outcome: 98 % of 8<sup>th</sup> grade students will take the EXPLORE test. We will use the test results to build individual 4 year plans for high school, college & career choices.

Budget Explanation: 150.00 Snacks for each student during testing.

Activity Status: *Current - N 1 2 3 4 5 Anticipated at mid-year review - N 1 2 3 4 5*

### **Activity 11 – High School - PLAN Test**

Target Students: 10<sup>th</sup> grade cohort

Activity Description: Students take PLAN test to determine skills and interests. This helps them take a practice college prep test, find careers and chart their individual courses to prepare them for college. PLAN shows where students need improvement. Parents receive test results at parent/teacher conference.

How the Activity Meets the Goal: PLAN provides early indicators of college readiness. It provides teachers, parents & students w/ the needed information to help students plan for their future.

Timeline for Implementation: This test will be administered December 1-10, 2010 after ISAT tests are finished.

Method of Documentation: Scored test results will be placed in student folders & attendance taken at test. Parents will receive results at Student led Parent Conferences.

Expected Outcome: 98 % of 10<sup>th</sup> grade students will take the PLAN test. We will use the test results to build individual plans for high school, college & career choices.

Budget Explanation: 150.00 Snacks for each student during testing.

Activity Status: *Current - N 1 2 3 4 5 Anticipated at mid-year review - N 1 2 3 4 5*

### **Activity 12 – Dependable Strengths Curriculum**

Target Students: 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> grade cohort

Activity Description: Students will complete the Dependable Strengths Articulation Process to help them discover their unique strengths. This helps the student create a self “vision” based on their strongest inner qualities & talents. It utilizes the insight of the student, parents & others. 8<sup>th</sup> graders will participate during health class. 9<sup>th</sup> & 10<sup>th</sup> graders will participate during advisory.

How the Activity Meets the Goal: The program identifies each student’s strengths, builds self-esteem , and serves as a crosswalk to choosing an occupation that is more likely to provide them with enjoyment, satisfaction and fulfillment of their potential.

Timeline for implementation: This activity will take place throughout the Fall (first semester) in the 2009 school year.

Method of Documentation: 96% of students will have complete Dependable Strengths on the CIS website. Student attendance will be taken.

Outcome: 96 % of 8<sup>th</sup> , 9<sup>th</sup> and 10<sup>th</sup> grade students will participate in the Dependable Strengths Curriculum.

Budget Explanation: \$550 for CIS Dependable Strengths module at each site.

Activity Status: *Current - N 1 2 3 4 5 Anticipated at mid-year review - N 1 2 3 4 5*

### **Activity 13 – CIS curriculum**

Target Students: 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> grade cohort

Activity Description: Students will continue on CIS Jr. & CIS website to establish their educational & career goals. The student will establish and update their four year plan and post-secondary plan. We will conduct at least 2 activities together on this website this year.

How the Activity Meets the Goal: The program identifies occupations for each student that are more likely to provide them with enjoyment, satisfaction and fulfillment of their potential. It also helps students solidify their post-secondary and High School goals

Timeline for implementation: This activity will take place in the Winter/Spring 2010 school year. Extra incentive may be offered for parent input & monitoring.

Method of Documentation: 100% each student will have a portfolio assigned and goals completed. Student attendance will be taken.

Outcome: 99 % of 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> grade students will participate in the CIS Curriculum.

Budget Explanation: 0.00

Activity Status: *Current - N 1 2 3 4 5 Anticipated at mid-year review - N 1 2 3 4 5*

#### **Activity 14 – Freshmen -Gear Up for High School**

Target Students: 9<sup>th</sup> grade cohort

Activity Description: On August 24, 2009, the first day of school, only 9<sup>th</sup> graders will attend the High School in the afternoon. The other classes will go home before lunch. The freshmen will have an introduction to Burley High and Gear Up. The student's will get-to-know the High School building and the High School teachers in a less threatening way. Gear Up will pay for a BBQ lunch held outside. The theme for the day will be to encourage the students to "Commit to Graduate." They will all sign a vinyl banner which will be hung in the school until they graduate.

Activity Meets the Goal: Easier student transition to High School. Also, a good introduction to the Gear Up program. Commits them to graduate.

Timeline for Implementation: August 24, 2009

Method of Documentation: Attendance taken.

Expected Outcome: 95% of 9th grade cohort will participate.

Budget Explanation: \$1500 BBQ lunch

Activity Status: *Current - N 1 2 3 4 5 Anticipated at mid-year review - N 1 2 3 4 5*

#### **Activity 15 – CIS Training for Counselor Development**

Target Students: 8<sup>th</sup> & 9<sup>th</sup> & 10<sup>th</sup> grade cohort counselors

Activity Description: Career Information System is holding a training on October 8-9, 2009. Attendees will include the Junior High and High School Counselors and Site Coordinator. The training will help us understand better ways to use the CIS portfolios with the students.

Activity Meets the Goal: Counselor development by encouraging students to better use the CIS website for making academic and career goals.

Timeline for Implementation: October 8-9, 2009

Method of Documentation: Sign-in sheet taken by class attendees.

Expected Outcome: 4 members of the district will come be trained and ready to promote CIS. Survey, and 100% attendance from roll sheet.

Budget Explanation: \$20 tuition per 4 attendees = \$80 , Mileage to Pocatello on Oct. 8<sup>th</sup> & Twin Falls on Oct. 9<sup>th</sup> - \$150.

Activity Status: *Current - N 1 2 3 4 5 Anticipated at mid-year review - N 1 2 3 4 5*

**Goal # 3 - Increase educational expectations for participants. Increase student and family knowledge of post-secondary options, preparation and financing.**

**Activity 16 – Jr. High - Gear Up Kick –off**

Target Students: 8th grade cohort

Activity Description: Take 8<sup>th</sup> grade students to Steadman's Sod Farm. There they will hear a Gear Up motivational speech on the importance of good grades and doing their best for the upcoming year. We will also introduce some of the upcoming Gear Up activities for the year. Lynn Steadman will show the sod and wheat farm. He will tell show the processes of planting through harvesting and processing and marketing their sod and wheat flour. He will emphasize skills that employers are looking for. He will emphasize the need for sound post-secondary education for all jobs.

Activity Meets the Goal: Gives Student awareness of the Gear Up program for the upcoming year. Helps students understand the needs of their potential employers and their options for their future.

Timeline for Implementation: Aug 28, 2009

Method of Documentation: Attendance taken.

Expected Outcome: 93% of 8<sup>th</sup> grade cohort participate

Budget Explanation- Gear Up will pay for lunch for 256 students plus 14 adults - \$1350, buses - \$800 and property use fee - \$200.

Activity Status: *Current - N 1 2 3 4 5 Anticipated at mid-year review - N 1 2 3 4 5*

### **Activity 17 – Jr. High - Parent Focus Group**

Target Students: 8th grade cohort parents

Activity Description: On the first Thursday of each month, Gear Up will sponsor a parent focus-group. The structure of each month will be different. One month we will invite an expert come in to discuss a topic while in the next month we may hold a simple parent discussion-group and problem solve together. Builders club may volunteer to tend children.

Activity Meets the Goal: By encouraging parents and helping them be aware of Parent-techniques and resources available to them. By giving parents a sounding board to learn how to encourage our students to do better.

Timeline for Implementation: Introduce Parent night at Back to School Night - Aug 28, 2009  
Meet the first Thursdays of each month from September until April.

Method of Documentation: Parent sign-in sheets.

Expected Outcome: 3% of 8<sup>th</sup> grade cohort parents participate

Budget Explanation- Gear Up will pay for snacks \$400 (\$50 each month for 8 months). Service learning club may provide babysitting.

Activity Status: *Current - N 1 2 3 4 5 Anticipated at mid-year review - N 1 2 3 4 5*

### **Activity 18 – Jr. High - On Site Career Fair**

Target Students: 8<sup>th</sup> grade cohort

Activity Description: Each student will fill out a pre-career fair survey indicating top 6 choices of careers they would like to learn more about. On career fair day 1<sup>st</sup> hour classes are replaced by 3 round robin slots of career guest speakers. Each student is assigned a schedule. Each speaker spends 30 min. talking about their career, the schooling required, salary range, job benefits etc... We will have 25 different career presenters

How the Activity Meets the Goal: Increase student knowledge of career options.

Timeline for Implementation: October 9, 2010

Method of Documentation: Attendance taken in classrooms. Match documentation of presenters.

Expected Outcome: At least 93% of cohort will participate. Students will gain greater awareness of career and post-secondary occupations, salary, benefits & educational requirements.

Budget Explanation: Brunch & snacks for presenters \$100.00 Thank-you's and postage \$25

Expect \$4500 in match dollars.

Activity Status: *Current - N 1 2 3 4 5 Anticipated at mid-year review - N 1 2 3 4 5*

### **Activity 19- High School- Parent/Teacher Conference Focus Groups**

Target Students: 9<sup>th</sup> & 10<sup>th</sup> grade cohort parents

Activity Description: During Fall Student Lead Parent/Teacher Conferences, parent Focus groups will be held at specific times throughout the night. Incentives will be given (raffle ticket) for each focus group that a parent attends. The Focus Groups will be on parent topics such as: Powerschool, CIS website and portfolios, PTSO, how to read results from ACT, PLAN & EXPLORE, GEAR UP, Graduation Requirements, How can we finance college, and Exito Escular.

During this time service Club could hold activities in the gym for little family members to free parents up to go to their Focus Groups of choice.

Activity Meets the Goal: This gives parent's knowledge of avenues and options for their student. It helps them invest in their student's success and guide them in an educated way.

Timeline for Implementation: Fall 2009 Student Led conferences

Method of Documentation: Sign-in sheets

Expected Outcome: 8 % of cohort parents attend.

Budget Explanation: Advertising supplies flyer in student/conference folders- \$50. Supplies for babysitting entertainment \$50 Incentive prizes for parent attendance- by donation.

Activity Status: *Current- N 1 2 3 4 5 Anticipated at mid-year review – N 1 2 3 4 5*

### **Activity 20 – Junior High - Tech Center Tour**

Target Students: 8<sup>th</sup> grade cohort

Activity Description: 8<sup>th</sup> graders will follow a guided tour through the Cassia Tech Center facility. They will tour through each career program offered at the Tech Center. They will talk through the choices and requirements to take these courses in High School.

How the Activity Meets the Goal: Future academic/tech prep choices. Better professional tech awareness and career opportunity awareness

Timeline for Implementation: January 8, 2010



Method of Documentation: Attendance rolls.

Expected Outcome: 93%.of 8<sup>th</sup> grade cohort will attend.

Budget Explanation: 0.00 – will need no transportation/ walk

Activity Status: *Current - N 1 2 3 4 5 Anticipated at mid-year review - N 1 2 3 4 5*

### **Activity 21 – Jr. High - CSI trip**

Target Students: 8<sup>th</sup> grade cohort and parents

Activity Description: 8<sup>th</sup> graders will take a guided tour of College of Southern Idaho. We will tour the campus, common buildings such as the library, gym & student union building. College representatives will talk to the students about how to prepare themselves and college expectations. Students will talk about life as a college student.

How the Activity Meets the Goal: Students become familiar with the college structure & opportunities. It gives them a chance to “picture themselves there”. Parents are encouraged to attend with their student thus giving them a vision as well. The intention of these visits is to ease the intimidation of higher learning institutions and help cohorts and their parents realize post-secondary education is attainable.

Timeline for Implementation: 1<sup>st</sup> week November 2010

Method of Documentation: Attendance will be taken.

Expected Outcome 92% of 8<sup>th</sup> grade cohort will attend these visits with the hopes of at least 3% parental attendance.

Budget Explanation: Bus Transportation \$1000.00 Advertising \$100.00 & Lunch for cohort \$1500.00 (Last time CSI bought pizza for match?)

Activity Status: *Current - N 1 2 3 4 5 Anticipated at mid-year review - N 1 2 3 4 5*

### **Activity 22 – High School – 4 Campus trips**

Target Students: 10<sup>th</sup> grade cohort and parents

Activity Description: 10<sup>th</sup> Graders will choose one of 4 different colleges (BSU, ISU, Utah State, & BYUIdaho) to visit. At each University they will choose between 3 or 4 specific programs within the college to visit. College representatives will talk to the students in small groups about their specific Program and how to prepare themselves for program expectations.

How the Activity Meets the Goal: This allows students to become familiar with a specific college and program area that interests them. It will help them understand the specific requirements for the college and program of their choosing. This also further involves and prepares parents.

Timeline for Implementation: First week of March 2010

Method of Documentation: Attendance will be taken.

Expected Outcome: Better awareness and excitement for students & parents about post-secondary opportunities. 85% of cohort class will attend with hope of 8% parental attendance.

Budget Explanation: Bus Transportation \$4000.00 & newsletter \$150.00 Food \$2000.00.

Activity Status: *Current - N 1 2 3 4 5 Anticipated at mid-year review - N 1 2 3 4 5*

### **Activity 23 – High School - Service Learning Project**

Target Students: 9<sup>th</sup> & 10<sup>th</sup> grade cohorts

Activity Description: As required by Gear Up, the 9<sup>th</sup> and 10<sup>th</sup> grades will participate in a community service project. We will work with the city and chamber of commerce to determine areas of needed service work. Given a menu of suggestions, each 9<sup>th</sup> and 10<sup>th</sup> grade advisory class will choose their own service project and date that could be completed during advisory time. Classes may want to combine service projects if transportation is needed. Transportation arrangements will be made with the site coordinator. We will encourage GU students to keep a log of service activities and to receive their High School service-letter award.

How the Activity Meets the Goal: Students begin to acquire hours of service for college applications and scholarships.

Timeline for Implementation: October 2009- and throughout school year

Method of Documentation: Attendance will be taken. Students will keep a service log.

Expected Outcome: Students will gain a desire to serve the community and become involved. They will develop pride for the area we live in. They will learn that hard work and determination bring great benefits. They will learn to document in preparation for college applications 85% of 9<sup>th</sup> and 10<sup>th</sup> graders will participate in service projects.

Budget Explanation: Transportation \$800.00 Service-learning notebooks for ea student \$250.

Activity Status: *Current - N 1 2 3 4 5 Anticipated at mid-year review - N 1 2 3 4 5*

## GEAR UP BUDGET AND MATCH BUDGET

Please list all budget totals of items included in your program plan under the corresponding category.

Budget Category Totals	
Salaries and Wages	34717.50
Travel for training	5980.00
Materials and Supplies	3369.00
Services	11605.00
Other-Incentives	950.00
Meals for college trips	6725.00
<b>Total</b>	<b>63346.50</b>

**\*Please attach an excel spreadsheet that includes details of your budget totals. Include breakout of each category and activity to which the line item corresponds.**

*Example Breakout for Travel: Site Coordinator Training in Boise - \$385*  
*Hotel - \$150 (2 nights at \$75)*  
*Flight - \$125*  
*Per Diem - \$60 (2 days at \$30/day)*  
*Misc - \$50 (ground transportation, etc)*

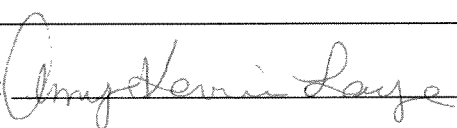
*College Visit Travel (Activity 2) - \$100*  
*Per Diem - \$30 (1 day at \$30 day)*  
*Mileage Reimbursement - \$70*

Please provide your best estimate of match you will be able to document this contract year and list by category below. (You do not need a breakout for match)

GEAR UP Match Budget Totals	
Salaries and Wages	1500.00
Travel	250.00
Materials and Supplies	1000.00
Services	
Other	49230.00
<b>Total</b>	<b>51980.00</b>

Site Coordinator Signature: \_\_\_\_\_

District Representative Signature: \_\_\_\_\_

GEAR UP Regional Coordinator Signature:  \_\_\_\_\_

GEAR UP Program Manager Signature: \_\_\_\_\_

**BURLEY - GEAR-UP BUDGET 2009-10**

Staff	Salary	Fed &ST	FICA& PERSI	Sickleave	Expenditures
Heather Woodland – Coordinator Burley Jr/Sr High Schools	25000.00		1912.50		26912.50

**ACTIVITIES**

<b>ACTIVITY #1 – After School Plato Lab- 8<sup>th</sup> grade</b>	
Teacher Pay	1380.00
Incentive treats	50.00

<b>ACTIVITY #2 – Jr. High After School Tutoring</b>	
Teacher Pay	2750.00

<b>ACTIVITY #3 – High School After-School Tutoring</b>	
Teacher Pay	3675.00

<b>ACTIVITY #4 – Jr. High – Back to School Night</b>	
Treats	50.00

<b>ACTIVITY #5 – High School Block Party</b>	<b>0.00</b>
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<b>ACTIVITY #6 – Jr. High Family Reading Night</b>	
Author visit fee – Brandon Mull/ Fablehaven	0.00
2 classroom sets of Fablehaven books	396.00
½ of food for evening	375.00

<b>ACTIVITY # 7 – Jr. High – Camfel Motivational Assembly</b>	
½ of assembly fee for 8 <sup>th</sup> graders	350.00

<b>ACTIVITY #8 – High School Teacher Development</b>	
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50 Book study- books "The Ten Best Teaching Practices" by Dawna Walker Tiston	1398.00
<b>ACTIVITY #9 – Computers for Kids</b> Processing fees for (half of 250 students- Gear Up pays for those with free & reduced lunches)	4375.00
<b>ACTIVITY #10 – EXPLORE test</b> Snacks for 250 students	150.00
<b>ACTIVITY #11 – PLAN test</b> Snacks for 220 students	150.00
<b>ACTIVITY #12 - Dependable Strengths</b> CIS computer Modules for 2 sites	550.00
<b>ACTIVITY #13– CIS</b>	0.00
<b>ACTIVITY #14 – Freshmen Orientation</b> BBQ lunch	1500.00
<b>ACTIVITY # 15 – CIS counselor training</b> CIS tuition Mileage	80.00 150.00
<b>ACTIVITY # 16 – Junior High Gear Up Kick-off</b> Transportation Lunch Sod farm rental/seminar	800.00 1350.00 200.00
<b>ACTIVITY # 17 – Junior High Parent Focus Group</b> Snacks for the year (\$50 each month for 8 months)	400.00
<b>ACTIVITY # 18- Junior High Career Fair</b> Presenter snacks	100.00

Postage	25.00
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**ACTIVITY #19 – High School – PTC focus groups**

Advertizing in student folders	50.00
Babysitting activities	50.00
Incentives for parents to attend	0.00

<b>ACTIVITY # 20 – Tech Center Tour</b>	<b>0.00</b>
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**ACTIVITY # 21 – 8<sup>th</sup> Grade CSI College Tour**

Transportation	1000.00
Newsletter to parents	100.00
Food	1500.00

**ACTIVITY #22 – 10<sup>th</sup> Grade 4 Colleges Visit**

Transportation	4000.00
Newsletter to parents	150.00
Lunch	2000.00

**ACTIVITY #23 – High School – Service Learning Activities**

Transportation	800.00
Service learning notebooks for 500 students	250.00

**Office Supplies**

To make Gear Up folders for each student	450.00
And Coordinator office supplies, ink cartridges, paper etc...	

**Site Coordinator Training**

**Fall 2009 – Pocatello**

Per diem – 2 days @ \$30/day	60.00
Mileage reimbursement	160.00

**Spring 2010 – Boise or Pocatello**

Per diem – 2 days @ \$30 /day

60.00

Mileage reimbursement

200.00

Hotel 1 night

120.00

**National Meeting**

Mileage reimbursement

190.00

Per diem 5 days @ \$65/day 2 people

640.00

2 Flights @ \$500.00

1000.00

Hotel \$250/4 days – 2 people

2000.00

Ground transportation

100.00

Registration for mtg 2 @\$650

1300.00

**TOTAL**

**63,346.50**